## Podge City Community College and Christine's Creations proudly announce a

Holiday Bow-Making
Workshop
featuring
Christine Janson
Monday, November 14, 1994

7:00-9:00<sup>PM</sup>
Ford County Room, Student Union
\$15.00 price includes supplies and instruction
BRING YOUR OWN SHARP SCISSORS



For more information or to enroll call: 227-9295
Class size limited, advance registration recommended

## **Emergency Closings Due to Weather**

As the snow season has arrived, the issue of school closing because of weather conditions presents itself. It is sometimes assumed that if the local public schools are closed, the college is or should be closed as well. This is not the case since there are significant differences in operational problems encountered as a result of bad weather.

When the decisions to close has been made, the College Administration will have area radio stations (1370 AM KGNO - 95.5 FM KDCK - Q-97 FM) announce as early as possible when there will be no classes and/or if the campus is closed. If no announcement is made, classes will meet as usual.

"In light of the above, the President has indicated that the College will not be closed unless access to parking and/or buildings is not possible. Faculty, staff and students are urged to exercise personal judgment regarding whether or not there is sufficient danger due to road conditions or other weather-related circumstances to make attendance ill advised. Every reasonable effort should be made by faculty and staff to come to work unless formal notice is broadcast through the media that the College is closed. In the cases when there are severe weather conditions existing, the faculty are urged to be lenient in permitting student absences and related make-up work. Generally, faculty and staff who choose to not come to work when the College is not formally closed may use Emergency Leave or earned Vacation Leave for the days or parts of days missed. Questions relating to making a judgment in this area may be directed to the Deans or the President."

In general, maintenance staff will be requested to work during such situations. Please refer to Board Policy 305, 428 and 807. Additional information is also contained in V11-2,3 in the Employee Handbook.